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ABSTRACT

The Supervised Occupational Experience and Back-to-Business and Industry Programs were designed to help Florida vocational administrators to update their technical knowledge and to strengthen their relations with business and industry. The design phase of these programs consisted of two task force meetings. During these task force meetings, a series of draft documents was developed for use in implementing the two programs. This volume contains two cover letters, one describing the Supervised Occupational and Recent Work Experience Program for Florida Extern Leadership Training Program completers; and the other to vocational administrators describing the Back-to-Business and Industry Program. Applications, business and industry agreements, student preassignment activities/agreements, and feedback evaluation forms for each program are also included. (MN)

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SUPERVISED OCCUPATIONAL/RECENT WORK EXPERIENCE PROGRAM

A Component of the Florida Extern Leadership Training Program for Local Administrators of Vocational Education

and

BACK-TO-BUSINESS/INDUSTRY PROGRAM

1982-83 Final Report

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Florida International University Project #111450076

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ACKNOWLEDGMENT

The Project Director wishes to express his appreciation to the following individuals who contributed to the work of this project: all the members of the task force who have liberally given valuable time, effort, and input into this project; Dr. Helen Lipscomb, Consultant, Program and Staff Development Section, Division of Vocational Education, Florida Department of Education, for her invaluable counsel and assistance; and Mr. Joe D. Mills, Director, Division of Vocational Education, Florida Department of Education, for his support and leadership in the pursuit of quality vocational education programs in the state of Florida.

The project reported herein was conducted pursuant to a grant from the Division of Vocational Education, Florida Department of Education. Contractors undertaking such projects are encouraged to express freely their professional judgments in the conduct of the project. Points of view or opinions stated do not therefore necessarily represent the official position or policy of the Florida Department of Education.

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INTRODUCTION

The need for trained and certificated administrators in vocational education had been established as a result of the Florida Extern Leadership Training Program which was piloted in 1980-81 and refined in 1981-82 and 1982-83. Over the three-year period a total of 117 vocational administrators were trained through the Florida Extern Program. It had also been reaffirmed through this program that there is a great need for many administrators to return to business and industry to update themselves technically and to become familiar with the latest developments in the business or industry they serve.

Thus there was a need to develop, design, preplan, and promote the establishment of a technical updating program for vocational administrators in the state of Florida. This program was to be a cooperative arrangement between the local businesses and industries and the administrators and their institutions.

In response to this need the Division of Vocational Education/Florida Department of Education sponsored a small project at Florida International University to develop procedures, agreements/contract forms, and communications systems to be used with and between local vocational administrators and local businesses and industries for placement of the vocational administrator in a technical updating program.

This report is an accounting of the work done on this project during 1982-83. All related documents, as they have been developed up to this point, are included.

TASK FORCE APPOINTMENT

A task force was appointed by Mr. Joe Mills, Director, Division of Vocational Education, Florida Department of Education, to assist in the development of a technical updating program for vocational administrators. (Task force members are listed on the following page.)

The stated purpose of the task force was to develop a technical updating (Back-to-Business and Industry) program for vocational administrators who need to:

1) familiarize themselves with the latest technical developments and advancements in business and industry,
2) familiarize themselves with trained manpower needs and demands of local businesses and industries, and
3) attain recency work experience for vocational certification requirements.

Number three above is a result of the fact that vocational administrators must have six weeks of recency work experience to meet the state requirements for certification as a local director of vocational education programs.

TASK FORCE MEMBERS

Dorothy Binger, Director
Applied Sciences Division
Tallahassee Community College
Tallahassee, Florida

Dr. Myrna Crabtree, Professor
Division of Vocational Education/
Home Economics Education
Florida International University
Miami, Florida

Dr. Allen Fisher, Jr.
Assistant Professor
Educational Leadership and
Human Resource Development
Florida International University
Miami, Florida

Dr. W. Jack Fuller, Dean
Vocational Education
Santa Fe Junior College
Gainesville, Florida

Betty Kane
Teacher Certification
Specialist (Vocational)
Teacher Education, Certification,
and Staff Development
Florida Department of Education
Tallahassee, Florida

Dr. Helen Lipscomb, Consultant
Program and Staff Development
Division of Vocational Education
Florida Department of Education
Tallahassee, Florida

Wayne Saunders, Director
Washington-Holmes Area Vocational-
Technical Center
Chipley, Florida

Dr. Fred Schollmeyer
Executive Director
Division of Vocational Education
Dade County Public Schools
Miami, Florida

Ron Scull, Executive Director
Florida Vocational Association
Tallahassee, Florida

Dr. Ralph V. Steeb, Consultant
Program and Staff Development
Division of Vocational Education
Florida Department of Education
Tallahassee, Florida

Dr. Garfield Wilson, Director
Teacher Education (Preservice)
and Program Approval
Teacher Education, Certification,
and Staff Development
Florida Department of Education
Tallahassee, Florida

TASK FORCE MEETINGS

The first task force meeting was held on April 13, 1983 in Tallahassee, Florida. The general purposes of the task force were discussed and the following questions explored:

1) Is there a need for technical updating programs?
2) Can it be done?
3) What kind of requirements are feasible?
4) What would be the conditions for getting into the program?

It was pointed out that the only factor distinguishing vocational leadership from other administrators in general is the relationship with business and industry. It was agreed that the need for technical updating of vocational administrators and maintaining/strengthening of relations between business and industry and vocational administrators was of supreme importance.

The question "Can it be done?" is actually contingent on the structure and requirements set up for the program, which were discussed at length in the meeting. In regard to certification requirements, the Proposed Administrative Certification being developed by the Legislative Oversight Committee was suggested as a basis for review and development of requirements.

Conditions for entering the pilot program would be limited to those who have participated in the Florida Extern Program. After piloting, the program would be opened up to other vocational administrators.

The group made suggestions for changes/additions to draft forms to be reviewed at the next meeting.

The second task force meeting was held on June 16, 1983 in Tallahassee, Florida. Additional documents had been developed by Dr. Mohamed and his staff under two categories: 1) Back-to-Business/Industry Experience Program and 2) Supervised Occupational Experience Program (for those working toward state certification). Copies of each document were distributed to each task force member, and the following were reviewed and discussed in detail with specific changes and revisions recommended:

1) Memorandum announcing Supervised Occupational Experience Program for Extern Program completers,
2) Application Form for Supervised Occupational Experience and Back-to-Business/Industry Experience Programs,
3) Supervised Occupational Experience Agreement Form,
4) Pre-Assignment Activities Agreement Form--Supervised Occupational Experience,
5) Pre-Assignment Activities Agreement Form--Back-to-Business/Industry Experience, and
6) Memorandum announcing Back-to-Business/Industry Experience Program.

Following further discussion, it was agreed that 80 hours of participation in the Back-to-Business/Industry Experience Program would be required over a 12-month period for vocational

administrators seeking to upgrade their technical knowledge and skills through the program (non-certification seeking vocational administrators). Those seeking to fulfill the recency work experience requirement for certification will be required to have six weeks, or 240 hours, participation in the program within 12 months.

DRAFT DOCUMENTS

I. FORMS FOR SUPERVISED OCCUPATIONAL/
RECENT WORK EXPERIENCE PROGRAM,
A COMPONENT OF THE FLORIDA EXTERN
LEADERSHIP PROGRAM

FLORIDA INTERNATIONAL UNIVERSITY
TAMIAMI CAMPUS • MIAMI, FLORIDA 33199 • (305)554-2711

SCHOOL OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION

MEMORANDUM

TO: All Extern Program Completers

FROM: Dominic A. Mohamed, Extern Program Director

SUBJECT: SUPERVISED OCCUPATIONAL / RECENT WORK EXPERIENCE FOR EXTERN PROGRAM COMPLETERS

I am pleased to announce that the State Department of Education has approved a six (6) weeks component of full-time work experience, or its equivalent in part-time supervised occupational experience, for technical updating for Vocational Administrators who have completed or are participating in the Extern Program. The work experience within this component will be supervised by the employer and designated vocational teacher educator or program director. Contracts with employers and letters verifying the work experience will be required.

Time spent in this work experience component of the Extern Program, if appropriately used, may be applied toward the vocational work experience requirement specified in the State Teacher Certification requirements. Such work experience must be obtained through paid employment in order to meet the occupational recency requirement for certification purposes.

The criteria determining eligibility and applicability for this occupational experience component are listed below:

1. Hold a regular certificate.

2. Hold, or be eligible for, vocational certification as follows:

   a. hold regular vocational certification at instructional level 7,

   b. be eligible for vocational subject level 7 certification. For persons in the fields of agriculture education, industrial arts education, home economics education, and business education (such eligibility shall be verified by a DOE Certification Section analysis of the individual's certification status, including the two years required occupational experience),

   c. be eligible as a non-vocational certified person by documentable verification of one (1) year of full-time occupational experience or its equivalent.

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3. Be able to satisfy the three years of full-time teaching and/or administrative and supervisory experience required for vocational teaching certification.

4. Have successfully completed the Florida Extern Program.

5. Accept the full responsibility of the terms and conditions of the work experience requirements as per attached.

If you are interested in this program, please complete the attached form.

FLORIDA EXTERN LEADERSHIP TRAINING PROGRAM

FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

APPLICATION FOR
SUPERVISED OCCUPATIONAL/RECENT WORK EXPERIENCE PROGRAM
BACK-TO-BUSINESS/INDUSTRY EXPERIENCE PROGRAM

Applicant Data Form Return by_____ Application Date_____

Applicants desiring to participate in the state-approved Supervised Occupational/ Recent Work Experience Program or Back-to-Business/Industry Experience Component of the Florida Extern Leadership Training Program for Vocational Administrators must complete this entire form and have the application approved by their immediate supervisor.

This work experience, if appropriate and pre-approved by the State Teacher Certification Section, can be used and applied towards certification requirements of 6 weeks full-time or equivalent part-time work experience requirements. The specific days and hours will be determined by the applicant, employer, and designated vocational teacher educator and must be approved by applicant's immediate supervisor prior to commencement of the work experience. The goal of this program component is technical updating of the vocational administrator.

INSTRUCTIONS: Please complete and return to: Joe D. Mills, Director of Vocational Education, Department of Education, Knott Building, Tallahassee, Florida, 32301. This form will be considered as an application for participation in the Florida Extern Leadership Training Program's Supervised Occupational Experience Program or Back-to-Business/Industry Work Experience Program Component. Implementation of this program will begin some time after September 1, 1983, and will continue to and terminate on June 30, 1984.

PERSONAL DATA

1. Name_____ _____ Date of Birth ___ ___ _____
   Last First Middle

2. Home Address_____ _____
   Street and Number City, State Zip Code

3. Home Telephone No. ( )_____ Social Security No._____-_____-_____.
   (Include Area Code)

4. Position_____

   Business Address _____ _____
   Street and Number City, State Zip Code

5. Business Telephone No.( )_____
   (Include Area Code)

EDUCATIONAL HISTORY

6. What degree(s) do you hold? When and where did you receive them?

Degree	Date Received	Major Field	Institution awarding degree

7. Which of the following courses have you completed? When and where did you complete them? (Please check the appropriate lines.)

	Prefix & #	Title	Credit hrs.	Date	Institution
____	EVT 5265	Supervision & Coordination of Voc. Ed. Programs	3	____	_____
____	EVT 5168	Curriculum Development in Voc. Ed.	3	____	_____
____	EVT 6264	Administration of Local Voc. Ed. Programs	3	____	_____
____	EVT 5461	Community Relations & Resources for Voc. Ed.	3	____	_____
____	EDA 6530	Administration & Supervision of Secondary Ed.	3	____	_____

8. Have you completed any of the courses listed in #7 toward an advanced degree? If so, what is the degree they are to be applied to?

_____

9. List occupational experiences in the last five years.

Name & Address of Employer	Job Title	Trade or Occupation	Employment Dates From: Mo. Yr.	Employment Dates To: Mo. Yr.	No. Months Worked	Full or Part-time

10. Professional License (if applicable):

_____ Type	_____ Issuing Authority
_____ Number	_____ Address of Licensing Authority
_____ Validity Period	_____ Date of First Issuance

11. Which program are you applying for? (Check one)

_____Supervised Occupational/Recent Work Experience (3 credit hours), or

_____Back-to-Business/Industry Experience (0 credit hours, personal technical updating)

12. Please attach a xeroxed copy of your Florida teaching certificate to this form.

_____ Applicant Signature

_____ Date

APPROVAL OF APPLICANT

This activity is approved for _____ funds.
(county, school base, college, participant or other)

This activity is approved for _____.
(professional leave, vacation, other)

Approved By: _____
(Immediate School or College Supervisor)

Title: _____ Date: _____

Approved By: _____
(County and/or Area Superintendent, or College President)

Title: _____ Date: _____

AGREEMENT FORM

FLORIDA EXTERN LEADERSHIP TRAINING PROGRAM
FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

SUPERVISED OCCUPATIONAL/RECENT WORK EXPERIENCE PROGRAM

By this agreement, the _____
(Employing Agency)

will permit _____ to enter the
(Vocational Administrator/Employee)

establishment for the purpose of securing work experience on the job in

_____.
(Occupation)

The employer and employee jointly agree to the following conditions:

1. That the work experience (employment) shall be completed within twelve months and shall be no less in duration than 240 hours of actual hours on the job experience. The Employee shall be employed as a wage earner.
2. The schedule time, attendance, and compensation arrangements must be mutually agreed upon by the employer and employee and approved by a designated vocational teacher educator or program director prior to commencement of the work experience.
3. The work experience will be supervised by the employer and designated vocational teacher educator or program director.
4. The work experience shall be progressive if possible. In such cases it shall provide for the employee passing from one job to another in order that the employee may become technically familiar with the different phases of the occupation.
5. Should any problems arise, these should be resolved by the employer and employee in consultation with the designated vocational teacher educator or the Extern Leadership Program Director.
6. The designated vocational teacher educator or the program director, the employer and the employee shall have the authority to withdraw or transfer the employee at any time after consultation.
7. The employer shall provide the extern employee the same safety instruction as provided other employees.
8. After orientation by the employer, the employee shall be responsible for following the rules and regulations.

9. The employer shall be responsible for providing the benefit protections provided other part-time/short-term employees.

10. The designated vocational teacher educator, program director, Florida International University, Florida Department of Education, and cooperating universities are not responsible or liable for any accidents, claims, disputes, etc., that may arise in relation to this agreement.

11. This agreement can be terminated by mutual agreement by the undersigned.

EXTERN/EMPLOYEE	OCCUPATIONAL EXPERIENCE SUPERVISOR
(Signature) (Date)	(Signature) (Date)
( ) (Business phone, include area code)	( ) (Business phone, include area code)
(School, Institution...)	(Company Name)
(Business street address)	(Company street address)
(City, County, State, Zip Code)	(City, County, State, Zip Code)
( ) (Home phone)	

PRE-ASSIGNMENT ACTIVITIES AGREEMENT FORM

SUPERVISED OCCUPATIONAL/RECENT WORK EXPERIENCE

FLORIDA EXTERN LEADERSHIP TRAINING PROGRAM
FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

This form is to serve as a goal/objective-setting instrument for the Supervised Occupational/Recent Work Experience Program. It is to be filled out jointly by the participating extern and the immediate occupational experience supervisor. This supervisor must be the one who will have immediate and direct responsibility of working with and supervising the extern during the work experience activity period. These goals/objectives will be used in final evaluation of the experience when the extern and supervisor determine together if the specified objectives have actually been met. This evaluation will be used to assess the effectiveness of the program and need for future improvement.

DIRECTIONS:

Below is a list of general goals/objectives for the Program. As these experiences will vary with each extern and the individual establishment in which he/she is working, certain items may not apply in each situation.

Thirteen objectives are listed below, some with more than one item. On the line beside each item check the objectives to be accomplished during the work experience.

_____1. Extern will spend time in and be exposed to as many operations as possible at the business/industry job site(s).

_____2. Extern will have a good understanding of the complete work flow and its process.

_____3. Extern will understand the operational procedures and length of time required to perform each task.

_____4. Extern will be able to identify knowledge, skills, attitudes, and safety procedures needed to perform various operations/functions and tasks of the job.

_____5. Extern will be able to demonstrate safety procedures for all of the equipment used for each aspect of the operation.

_____6. Extern will be involved in job-related problem solving situations.

_____7. Extern will observe employee training sessions for specific tasks.

_____8. Extern will perform operations and specific tasks on the job.

9. Extern will serve as observer, where possible, in the following area(s):

_____ a. financial planning
_____ b. labor relations
_____ c. physical plant arrangements
_____ d. personnel activities
_____ e. other_____

_____10. Extern will observe and/or participate in labor-management negotiation.

11. Extern will interview the following individuals using the interview guide sheet:

____ a. unskilled/semi-skilled
____ b. supervisor/foreman
____ c. administrator/officer/plant manager
____ d. other_____

12. Extern will report on required manpower training needs of the business/industry, including:

____ a. number and types of openings and training requirements of each,
____ b. current types of position, and the types and levels of training required for each

____ 13. Extern will be familiar with the total physical plant layout.

____ 14. Others: (Please specify other experiences or assignments to be undertaken during the work experience activity.)

_____

_____

_____

These objectives are understood and agreed upon by:

EXTERN/EMPLOYEE	OCCUPATIONAL EXPERIENCE SUPERVISOR
_____ _____ (Signature) (Date)	_____ _____ (Signature) (Date)
( ) _____ (Business phone, include area code)	( ) _____ (Business phone, include area code)
_____ (School, Institution, . . .)	_____ (Company Name)
_____ (Business street address)	_____ (Company street address)
_____ (City, County, State, Zip Code)	_____ (City, County, State, Zip Code)
_____ (Home phone)	

FEEDBACK EVALUATION FORM

SUPERVISED OCCUPATIONAL/RECENT WORK EXPERIENCE

FLORIDA EXTERN LEADERSHIP TRAINING PROGRAM
FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

This is a feedback evaluation form for the Supervised Occupational/Recent Work Experience Program. The instrument is to be filled out by the extern and the immediate occupational experience supervisor of the employing agency. The supervisor must be an individual who has had immediate and direct responsibility of working with and supervising the extern during the work experience activity period. The results of this work experience will be used to evaluate the effectiveness of the program and the need for future improvement.

DIRECTIONS:

Below are thirteen objectives which directly correspond to those on the PRE-ASSIGNMENT ACTIVITIES AGREEMENT FORM. The extern and immediate supervisor of the employing organization are to concur and check on the line beside each item those objectives which were actually met during the work experience.

_____1. Extern has spent time in and been exposed to as many operations as possible at the business/industry job site(s).

_____2. Extern has a good understanding of the complete work flow and its process.

_____3. Extern has an understanding of the operational procedures and length of time required to perform each task.

_____4. Extern can identify knowledge, skills, attitudes, and safety procedures needed to perform various operations/functions and tasks of the job.

_____5. Extern is able to demonstrate safety procedures for all of the equipment used for each aspect of the operation.

_____6. Extern has been involved in job-related problem solving situtations.

_____7. Extern has observed employee training sessions for specific tasks.

_____8. Extern has performed operations and specific tasks on the job.

9. Extern has served as observer in the following area(s):

_____ a. financial planning
_____ b. labor relations
_____ c. physical plant arrangements
_____ d. personnel activities
_____ e. other_____

____10. Extern has observed and/or participated in labor-management negotiation.

11. Extern has interviewed the following individuals using the interview guide sheet:

____ a. unskilled/semi-skilled
____ b. supervisor/foreman
____ c. administrator/officer/plant manager
____ d. other_____

12. Extern has reported on required manpower training needs of the business/ industry, including:

____ a. number and types of openings and training requirements of each
____ b. current types of position, and the types and levels of training required for each.

____ 13. Extern is familiar with the total physical plant layout.

____ 14. Others: (Please specify other experiences or assignments undertaken durin the work experience activity.)

_____

_____

_____

These objectives are understood and agreed upon by:

EXTERN/EMPLOYEE	OCCUPATIONAL EXPERIENCE SUPERVISOR
_____ _____ (Signature) (Date)	_____ _____ (Signature) (Date)
( ) _____ (Business phone, include area code)	( ) _____ (Business phone, include area code)
_____ (School, Institution, . . .)	_____ (Company Name)
_____ (Business street address)	_____ (Company street address)
_____ (City, County, State, Zip Code)	_____ (City, County, State, Zip Code)
_____ (Home phone)	

DRAFT DOCUMENTS

II. FORMS FOR BACK-TO-BUSINESS/ INDUSTRY EXPERIENCE PROGRAM

FLORIDA INTERNATIONAL UNIVERSITY
TAMIAMI CAMPUS • MIAMI, FLORIDA 33199 • (305)554-2711

SCHOOL OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION

M E M O R A N D U M

TO: Vocational Administrators in Florida

FROM: Dominic A. Mohamed

SUBJECT: Back-to-Business/Industry Experience

I am pleased to announce the availability of a Back-to-Business/ Industry Experience Program for technical updating for vocational administrators in the state of Florida.

The goals of this program are to help vocational administrators:

1. become familiar with the latest technical developments and advancements in business and industry, and

2. become familiar with trained manpower needs and demands of local businesses and industries.

If you are interested, please complete the attached form.

THE STATE UNIVERSITY SYSTEM OF FLORIDA
EQUAL OPPORTUNITY EMPLOYER

APPLICATION FORM

BACK-TO-BUSINESS/INDUSTRY EXPERIENCE PROGRAM
FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

Applicant Data Form Return by_____ Application Date _____

Applicants desiring to participate in the state-approved Back-to-Business/ Industry Experience Program for Local Administrators of Vocational Education must complete this entire form and have the application approved by their immediate supervisor.

The specific days and hours will be determined by the applicant, employer, and designated vocational teacher educator and must be approved by the applicant's immediate supervisor prior to commencement of the work experience. The goal of this program is technical updating of the vocational administrator.

INSTRUCTIONS: Please complete and return this form to: Joe D. Mills, Director of Vocational Education, Department of Education, Knott Building, Tallahassee, Florida, 32301. This form will be considered as an application for participation in the Back-to-Business/Industry Experience Program. Implementation of this program will begin some time after September 1, 1983 and will continue to and terminate on June 30, 1984.

PERSONAL DATA

1. Name_____ Date of Birth ___ ___ ___
   Last First Middle

2. Home Address_____ _____
   Street and Number City, State Zip Code

3. Home Telephone No. ( ) _____ Social Security No.___-___-___
   (Include Area Code)

4. Position_____

   Business Address _____ _____
   Street and Number City, State Zip Code

5. Business Telephone No.( ) _____
   (Include Area Code)

EDUCATIONAL HISTORY

6. What degree(s) do you hold? When and where did you receive them?

Degree	Date Received	Major Field	Institution awarding degree

7. Which of the following courses have you completed? When and where did you complete them? (Please check the appropriate lines.)

	Prefix & #	Title	Credit hrs.	Date	Institution
____	EVT 5265	Supervision & Coordination of Voc. Ed. Programs	3	____	_____
____	EVT 5168	Curriculum Development in Voc. Ed.	3	____	_____
____	EVT 6264	Administration of Local Voc. Ed. Programs	3	____	_____
____	EVT 5461	Community Relations & Resources for Voc. Ed.	3	____	_____
____	EDA 6530	Administration & Supervision of Secondary Ed.	3	____	_____

8. Have you completed any of the courses listed in #7 toward an advanced degree? If so, what is the degree they are to be applied to?

_____

9. List occupational experiences in the last five years.

Name & Address of Employer	Job Title	Trade or Occupation	Employment Dates From: Mo. Yr.	Employment Dates To: Mo. Yr.	No. Months Worked	Full or Part-time

10. Professional License (if applicable):

Type	Issuing Authority
Number	Address of Licensing Authority
Validity Period	Date of First Issuance

11. Please attach a xeroxed copy of your Florida teaching certificate to this form.

Applicant Signature	Date

APPROVAL OF APPLICANT

This activity is approved for _____ funds.
(county, school base, college, participant or other)

This activity is approved for _____.
(professional leave, vacation, other)

Approved By: _____
(Immediate School or College Supervisor)

Title: _____ Date: _____

Approved By: _____
(County and/or Area Superintendent, or College President)

Title: _____ Date: _____

PRE-ASSIGNMENT ACTIVITIES AGREEMENT FORM

BACK-TO-BUSINESS/INDUSTRY EXPERIENCE PROGRAM

FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

This form is to serve as a goal/objective-setting instrument for the Back-to-Business/Industry Experience Program. It is to be filled out jointly by the participating vocational administrator and the immediate business and industry supervisor. This supervisor must be the one who will have immediate and direct responsibility of working with the vocational administrator during the program. These goals/objectives will be used in final evaluation of the experience when the vocational administrator and supervisor determine together if the specified objectives have actually been met. This evaluation will be used to assess the effectiveness of the program and need for future improvement.

DIRECTIONS:

Below is a list of general goals/objectives for the Back-to-Business/Industry Experience Program. As these experiences will vary with each vocational administrator and the individual establishment in which he/she is working, certain items may not apply in all of the situations.

Thirteen objectives are listed below, some with more than one item. On the line beside each item check the objectives to be accomplished during the work experience.

_____1. The vocational administrator will spend time in and be exposed to as many operations as possible at the business/industry job site(s).

_____2. The vocational administrator will have a good understanding of the complete work flow and its processes.

_____3. The vocational administrator will understand the operational procedures and length of time required to perform each task.

_____4. The vocational administrator will be able to identify knowledge, skills, attitudes, and safety procedures needed to perform various operations/functions and tasks of the job.

_____5. The vocational administrator will be able to demonstrate safety procedures for all of the equipment used for each aspect of the operation.

_____6. The vocational administrator will be involved in job-related problem solving situations.

_____7. The vocational administrator will observe employee training sessions for specific tasks.

_____8. The vocational administrator will observe operations and specific tasks on the job.

9. The vocational administrator will serve as observer, where possible, in the following area(s):

_____ a. financial planning
_____ b. labor relations
_____ c. physical plant arrangements
_____ d. personnel activities
_____ e. other_____

____10. The vocational administrator will observe and/or participate in labor-management negotiations.

11. The vocational administrator will interview the following individuals using the interview guide sheet:

_____ a. unskilled/semi-skilled
_____ b. supervisor/foreman
_____ c. administrator/officer/plant manager
_____ d. other_____

12. The vocational administrator will assess the required manpower training needs of the business/industry, including:

_____ a. number and types of openings and training requirements of each,
_____ b. current types of position, and the types and levels of training required for each.

____13. The vocational administrator will be familiar with the total physical plant layout.

____14. Others: (Please specify other experiences or assignments to be undertaken during the Back-to-Business/Industry Experience Program.)

_____

_____

_____

These objectives are understood and agreed upon by:

VOC. ADMINISTRATOR/EMPLOYEE	BUSINESS/INDUSTRY SUPERVISOR
_____ _____ (Signature) (Date)	_____ _____ (Signature) (Date)
( ) _____ (Business phone, include area code)	( ) _____ (Business phone, include area code)
_____ (School, Institution, . . .)	_____ (Company Name)
_____ (Business street address)	_____ (Company street address)
_____ (City, County, State, Zip Code)	_____ (City, County, State, Zip Code)
_____ (Home phone)	

FEEDBACK EVALUATION FORM

BACK-TO-BUSINESS/INDUSTRY EXPERIENCE PROGRAM

FOR LOCAL ADMINISTRATORS OF VOCATIONAL EDUCATION

This is a feedback evaluation form for the Back-to-Business/Industry Experience Program. The instrument is to be filled out by the vocational administrator and the immediate business and industry supervisor of the employing agency. The supervisor must be an individual who has had immediate and direct responsibility for working with and supervising the vocational administrator during the program. The results of this experience will be used to evaluate effectiveness of the program and the need for future improvement.

DIRECTIONS:

Below are thirteen objectives which directly correspond to those on the PRE-ASSIGNMENT ACTIVITIES AGREEMENT FORM. The vocational administrator and immediate supervisor of the employing organization are to concur and check on the line beside each item those objectives which were actually met during the experience.

_____1. The vocational administrator has spent time in and been exposed to as many operations as possible at the business/industry job site(s).

_____2. The vocational administrator has a good understanding of the complete work flow and its processes.

_____3. The vocational administrator has an understanding of the operational procedures and length of time required to perform each task.

_____4. The vocational administrator can identify knowledge, skills, attitudes, and safety procedures needed to perform various operations/functions and tasks of the job.

_____5. The vocational administrator is able to demonstrate safety procedures for all of the equipment used for each aspect of the operation.

_____6. The vocational administrator has been involved in job-related problem solving situations.

_____7. The vocational administrator has observed employee training sessions for specific tasks.

_____8. The vocational administrator has observed operations and specific tasks on the job.

9. The vocational administrator has served as observer in the following area(s):

_____ a. financial planning
_____ b. labor relations
_____ c. physical plant arrangements
_____ d. personnel activities
_____ e. other_____

____10. The vocational administrator has observed and/or participated in labor-management negotiations.

11. The vocational administrator has interviewed the following individuals using the interview guide sheet:

_____ a. unskilled/semi-skilled
_____ b. supervisor/foreman
_____ c. administrator/officer/plant manager
_____ d. other_____

12. The vocational administrator has assessed the required manpower training needs of the business/industry, including:

_____ a. number and types of openings and training requirements of each
_____ b. current types of position, and the types and levels of training required for each.

____13. The vocational administrator is familiar with the total physical plant layout.

____14. Others: (Please specify other experiences or assignments undertaken during the Back-to-Business/Industry Experience Program.)

_____

_____

_____

These objectives are understood and agreed upon by:

VOC. ADMINISTRATOR/EMPLOYEE	BUSINESS/INDUSTRY SUPERVISOR
_____ _____ (Signature) (Date)	_____ _____ (Signature) (Date)
( ) _____ (Business phone, include area code)	( ) _____ (Business phone, include area code)
_____ (School, Institution, . . .)	_____ (Company Name)
_____ (Business street address)	_____ (Company street address)
_____ (City, County, State, Zip Code)	_____ (City, County, State, Zip Code)
_____ (Home phone)	

SUMMARY AND FUTURE IMPLICATIONS

In our technological society, the demands on, procedures and methods, trends, and issues in business and industry are constantly changing. In order for vocational administrators to effectively serve the needs of local business, industry, government, and the entire community, (by equipping students to provide trained manpower for local businesses and industries) these vocational administrators must be technically up-to-date and abreast of the latest developments. The Back-to-Business/ Industry Experience and Supervised Occupational Experience Programs reported on in this project are attempts to deal with this identified need.

The task force has, in this first year, established a foundation for these programs. The purposes, framework, possible requirements, and related documents have been formulated.

What remains now is for further refinements and implementation of these programs to be accomplished. Several similar programs are currently being conducted in various states (for example, Kentucky and Minnesota) which could have great import to a future Florida program and therefore deserve further attention.

It is sincerely hoped by the task force members and all individuals involved in this project that the development of these programs will be pursued. The quality of vocational education programs in the state of Florida is dependent on

competent vocational administrators and educators. To be a good vocational administrator one must be up-to-date and aware of the needs of and latest developments in business and industry. Can vocational education then afford to not provide for the technical updating needs of their administrators?

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